

**TEXAS BOARD OF VETERINARY MEDICAL EXAMINERS
STATE AGENCY – JOB VACANCY NOTICE**

JOB LISTING NO: 19-05

SALARY: 46,000.00 – 63,000.00

POSITION TITLE: ATTORNEY I-II

LOCATION: TBVME Headquarters, Austin TX

CLOSING DATE: Until Filled

DURATION: Regular Full-time

CLASS NO.: 3502

NUMBER OF OPENINGS: 1

ATTORNEY I-II

GENERAL DESCRIPTION

Performs routine attorney work. Work involves examining and preparing legal documents, rendering legal advice and counsel, preparing cases for and conducting agency hearings, and coordinating open records responses. Works under moderate supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Represents the agency in settlement negotiations, discovery, and litigation before the State Office of Administrative Hearings. Cases involve allegations regarding veterinary standard of care, controlled substance security, impaired veterinary practice due to chemical dependence, and other violations related to the practice of veterinary medicine and equine dentistry.

Coordinates open records request responses, drafts requests for Attorney General opinions. Communicates with agency staff and uses knowledge of agency operations to gather and organize responsive documents.

Reviews and analyzes complaint files to assess evidence for legal sufficiency and recommends appropriate settlements and dismissals. Drafts settlement documents and prepares cases for informal settlement conferences.

Conducts legal research, reviews and interprets state and federal laws, rules and regulations. Drafts opinions, memoranda, briefs and other legal documents.

Assists General Counsel in developing and drafting Board rules.

Assists General Counsel in providing guidance to the Board and agency staff.

Assists General Counsel in communicating with the Attorney General's office in preparing cases for trial and in representing the agency in matters before the court.

Assists in database management.

May train others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Experience in legal work. Graduation from an accredited law school with a Bachelor of Laws (LLB) or a Juris Doctor (JD) degree. Member in good standing with the State Bar of Texas.

Knowledge, Skills, and Abilities

Knowledge of legal principles, practices, and proceedings; of state and federal laws, rules, and regulations; and of agency administrative rules and regulations.

Skill in legal research, writing, and analysis; in the use of a computer and applicable software; in using reasoning and logic; in identifying and solving complex problems; in prioritizing workloads; and in using judgment to identify courses of action.

Ability to conduct hearings, to prepare opinions and briefs, to prepare cases for trial, to conduct research, to summarize findings, to interpret and apply laws, to use legal reference materials, and to communicate clearly and effectively, both verbally and in writing.

Registration, Certification, or Licensure

Must be licensed as an attorney by the State of Texas.

Application Process

To be considered for this position, you must submit a completed standard state application through workintexas.com. Additionally a letter detailing your interest and qualifications for this position must be faxed to (512)305-7574 or emailed to vet.board@veterinary.texas.gov. Resumes will not be accepted in lieu of a standard state application. A skill-based exercise may be administered at the time of interview.